



American Rescue Plan Act (ARPA) \$5,000 Grant Application for Small Businesses and Non-Profits

About the Grants Program

Eligible businesses and non-profit organizations may apply for one grant of \$5,000 from the City of Falls Church American Rescue Plan Act (ARPA) fund to use for COVID-19 related expenses (list of eligible expenses below). Small businesses and non-profit organizations who have received local/state/federal grant financial assistance are not eligible to apply for a City of Falls Church ARPA Small Business Grant. This includes receiving funds from the City's previous small business micro grant program. The requirements for this grant differ from other City grants. Businesses and non-profit organizations are encouraged to review these terms to determine eligibility.

This program is managed by the City of Falls Church Economic Development Office. The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. This document will be made available in an alternate format upon request. Call 703-248-5491 (TTY 711).

Application Process

- Applications must be received by March 25, 2022 at 11:59 PM EST.
- Applicants must use this online application, or download a PDF form available here [LINK NEEDED]. Alternatively, applicants may drop off their completed application and other documents Monday-Friday from 8 am – 5 pm at the Permits Counter with Naomi Goodwin in City Hall (300 Park Ave., Suite 103 East, Falls Church, VA 22046). To submit an application via email, applicants must print out the application, fill it out, scan it, and e-mail it to EDO@fallschurchva.gov with all necessary documents.
- Applications must be completed in full, and be accompanied by a signed and uploaded W-9 form. Non-profits must also include a Letter of Determination or Form 990. Incomplete applications will not be considered.
- Awardees will be chosen at random after eligibility is confirmed by City staff.
- The grant application is a public document and the names of the businesses awarded funds may be made public once funds are disbursed.
- Grant recipients will have the option to receive their check by mail or pick up their checks in person.

- Grant recipients will be required to use the funds by July 31, 2022 and to submit a final report of how funds were spent by August 31, 2022.

Tips for Completing the Application

- **W-9 Form:** Businesses and non-profits will need to upload a W-9 with this application. A blank W-9 form is available from the IRS at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>, and instructions at <https://www.irs.gov/instructions/iw9>. Each business must have a completed, signed, W-9 in order to submit the application.
- **Letter of Determination or Form 990:** Non-profits are required to provide a current copy of their IRS Letter of Determination or Form 990. A blank Form 990 from the IRS at <https://www.irs.gov/pub/irs-pdf/f990.pdf>, and instructions at <https://www.irs.gov/pub/irs-pdf/i990.pdf>.
- If you do not attach or submit either a Form 990 or a Letter of Determination as required, your application will be considered incomplete and will not be considered.
- You must complete the application in one sitting. You are unable to save the application and come back to complete it later.

Requirements for Eligibility

These requirements are different from past City grant programs! Please read this list. A businesses or non-profit is eligible to apply if it meets all of the requirements below:

1. The business or non-profit operates from a commercial location in the City of Falls Church, Virginia.
2. The business (including second floor and office use businesses that were not eligible in the last funding rounds) or non-profit has a current business license in the City of Falls Church.
3. The business or non-profit must have been in operation at least one year prior to January 1, 2019.
4. The business or non-profit must have been fully open and operating as of November 1, 2021.
5. The business or non-profit must be in good standing with City tax payments and regulations.
6. The business or non-profit is not a franchise.
7. The business or non-profit has fewer than 500 employees.
8. The business or non-profit had a 25% to 80% loss in revenue between the end of calendar years 2019 and 2020. The City of Falls Church Commissioner of the Revenue will verify gross receipts reported to the City.
9. The business or non-profit had gross receipts of no less than \$50,000 and no more than \$1 million.

10. The business or non-profit did not receive Economic Development Authority (EDA) micro grants in previous funding rounds. (See the list of ineligible businesses at <https://bit.ly/3vg3Lrd> and <https://bit.ly/3hexJDT>).
11. The business or non-profit did not receive Federal and/or State financial assistance (ex: PPP loans) for COVID-19.

How Can the \$5,000 Grant be Used?

The grant recipient can use the funds for expenses directly related to the impacts of COVID-19 including:

- Retaining and/or supporting employees
- Restoring financial resiliency
- Rent or mortgage payments
- Addressing temporary COVID-19 related restrictions on business activity
- Increasing technology capacity to enable alternative work forms
- Creating new marketing campaigns
- Revising business plans
- Paying vendor invoices
- Facility cleaning/restoration
- Outdoor dining
- Technical assistance, counseling or other services to support business planning

Questions? Need More Information?

Contact the City of Falls Church Economic Development Office, edo@fallschurchva.gov or 571-584-4875 (TTY 711).

Business or Non-Profit Eligibility

1. My business or non-profit is eligible under the requirements listed below:*

1. My business or non-profit operates from a commercial location in the City of Falls Church, Virginia.
2. My business (including second floor and office use businesses that were not eligible in the last funding rounds) or non-profit has a current business license in the City of Falls Church.
3. My business or non-profit has been in operation at least one year prior to January 1, 2019.
4. My business or non-profit has been fully open and operating as of November 1, 2021.
5. My business or non-profit is in good standing with City tax payments and regulations.
6. My business or non-profit is not a franchise.
7. My business or non-profit has fewer than 500 employees.
8. My business or non-profit had a 25% to 80% loss in revenue between the end of calendar years 2019 and 2020.
9. My business or non-profit had gross receipts of no less than \$50,000 and no more than \$1 million.
10. My business or non-profit did not receive Economic Development Authority (EDA) micro grants in previous funding rounds.
11. My business or non-profit did not receive Federal and/or State financial assistance (like PPP loans) for COVID-19.

- ☐ Yes, my business or non-profit meets all of the eligibility requirements above.
- ☐ My business or non-profit meets some of the eligibility requirements above.
- ☐ No, my business or non-profit does not meet any the eligibility requirements above.

2. I certify that I understand the grant application process and would like to continue to the application.*

- ☐ Yes
- ☐ No

How the Business or Non-Profit is Affected by the Pandemic

3. Based on the list below, how has COVID-19 impacted the business or non-profit? Select all that apply.*

- ☐ Decreased revenue or gross receipts
- ☐ Financial insecurity
- ☐ Increased costs
- ☐ Capacity to weather financial hardships
- ☐ Challenges covering payroll, rent, mortgage, and other operating costs

4. How will the grant be used for the business or non-profit? Select all that apply.*

- ☐ Retaining and/or supporting employees
- ☐ Restoring financial resiliency
- ☐ Rent or mortgage payments
- ☐ Addressing temporary COVID-19 related restrictions on business activity
- ☐ Increasing technology capacity to enable alternative work forms
- ☐ Creating new marketing campaigns
- ☐ Revising business plans
- ☐ Paying vendor invoices
- ☐ Facility cleaning/restoration
- ☐ Outdoor dining
- ☐ Technical assistance, counseling or other services to support business planning

5. Please describe the impact you believe this grant will have on the business or non-profit in addressing the impacts of COVID-19.*

Business or Non-Profit Information

6. Business or non-profit name (must match the Social Security Number or Federal Tax ID Number).*

7. "Doing Business As" name (if applicable).

8. Contact Name (first and last)*

9. Contact Email*

10. Contact Phone*

11. Business or Non-Profit's Street Address*

12. Business or Non-Profit's Street Address 2

13. Business or Non-Profit's City*

14. Business or Non-Profit's State*

15. Business or Non-Profit's Zip Code*

16. Social Security Number or Federal ID Number as listed on the W-9.*

17. Federal tax classification as listed on W-9.*

- ☐ Corporation
- ☐ Individual/Sole-Proprietor
- ☐ S Corporation
- ☐ Partnership
- ☐ Limited Liability Company

18. What is the category of the primary business or non-profit?*

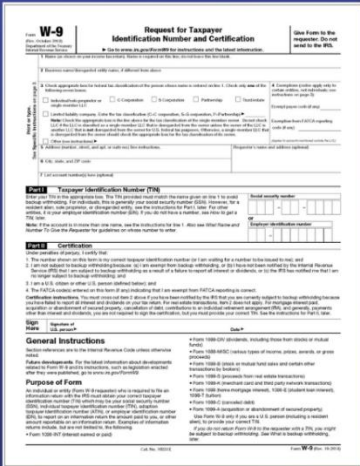
- ☐ Non-profit organization with at least one paid employee, who works in their commercial location in the City
- ☐ Dining establishment, food court, brewery, microbrewery, distillery, winery, tasting room, or farmers market
- ☐ Theater, performing arts center, concert venue, museum, or other indoor entertainment Center
- ☐ Fitness center, gymnasium, recreation center, indoor sports facility, or indoor exercise Facility
- ☐ Beauty salon, barbershop, spa, massage parlor, tanning salon, tattoo shop, or any other personal care or personal grooming business
- ☐ Racetrack or historic horse racing facility
- ☐ Bowling alley, skating rink, arcade, amusement park, trampoline park, fair, arts and craft facility, aquarium, zoo, escape room, or indoor shooting range
- ☐ Public or private social club
- ☐ Other indoor public amusement
- ☐ Other brick and mortar retail business with primary revenues derived from walk-in or in-person sales
- ☐ Other (please specify) _____

Documents


Examples of the W-9 form, the 990 form, and a Letter of Determination for 501 (c) 3 organizations are pictured below.

Samples


W-9 Form



990 Form



Letter of Determination for 501 (c) 3 Organizations



19. Attach the completed and signed W-9 of your business. This is a requirement for disbursement of funds. Incomplete applications will not be considered.*

A blank W-9 form is available from the IRS at <https://www.irs.gov/pub/irs-pdf/fw9.pdf> and instructions at <https://www.irs.gov/instructions/iw9>.

Each business or non-profit must have a completed, signed, W-9 in order to submit this application.

20. If the organization is a non-profit, please attach a Letter of Determination or Form 990.

If you do not attach a Letter of Determination, you must attach a Form 990 in order for the application to be considered complete.

A blank Form 990 from the IRS is available at <https://www.irs.gov/pub/irs-pdf/f990.pdf> and instructions at <https://www.irs.gov/pub/irs-pdf/i990.pdf>.

Please answer the following questions in case the business or non-profit is selected to receive the grant.

21. If approved to receive a grant, what name should be on the check?*

22. I would prefer to receive the check:*

☐ By mail

Street Address: _____

City: _____

State: _____

Zip Code: _____

☐ I will pick up the check from City Hall (300 Park Ave., Falls Church) during business hours. You will be notified regarding when and how to pick up your check if you are selected to receive a grant.

Email List and Certification

23. Can we add the contact's email to our list to receive updates from the Economic Development Office? You may unsubscribe at any time. (This does not affect eligibility for the grant.)

☐ Yes, please add the email I provided.

☐ No, thank you.

24. I certify I certify that the information submitted in this application is true and correct to the best of my knowledge. If determined otherwise, I understand that I will be disqualified from the grant process and must return the grant funds to the City of Falls Church within 21 days. I understand that if I receive a grant that I will retain documentation of appropriate grant use, such as and including expense receipts and payroll filings, until December 31, 2032. I will make this documentation available for review within 15 days after request by the City and will also make available personnel with knowledge of the documents to provide information if requested by the City. I agree to use the funds by July 31, 2022. Upon receiving the funds, I agree to provide a final report of how the funds were used to the City by August 31, 2022. The Applicant covenants to save, defend, hold harmless and indemnify the City of Falls Church, and all of its officers, departments, agencies, agent and employees (Collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees, charges, liability or exposure, however caused, resulting from, arising out of, or in any way connected with this application). The Applicant acknowledges that all grant award decisions are final and are not subject to appeal. By submitting this online application, I certify that I have read and understand and am authorized to complete and submit this application on behalf of the Applicant. I verify that the statements contained herein are true, accurate and complete. I acknowledge that false and inaccurate statements made on the application are grounds for immediate rejection of the application. Yes, the information in this application is true and correct and I agree to all terms of the grant.*

- ☐ Yes, the information in this application is true and correct and I agree to all terms of the grant.
- ☐ No, I do not agree to this statement or to the terms of the grant

Thank you for applying for the City of Falls Church ARPA Small Business and Non-Profit Grants. All applicants will be notified about which businesses and non-profits are selected. If you have questions, please contact the Economic Development Office at edo@fallschurchva.gov or call 571-581-4875 (TTY 711).